

DDA Registry
File Training 3
10 NOV 1976

Mr. Dwight A. Ink
The American University
Massachusetts and Nebraska Avenues, N.W.
Washington, D.C. 20016

Dear Dwight:

I am most appreciative of your letter of November 4, making us aware of the existence of the "Key Executive Program". It shows considerable imagination and thoughtfulness in its structuring.

We will look forward to the receipt of your brochure. In the meantime, I have alerted Mr. Harry E. Fitzwater, our Director of Training, of the existence of your innovative program and we will give participation every possible consideration.

Sincerely,

15/Jack
John F. Blake
Deputy Director
for
Administration

Ref: DDA 76-5558 - Ltr to DDA fr Mr. D. W. Ink, dtd
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American University"

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THE AMERICAN UNIVERSITY

WASHINGTON, DISTRICT OF COLUMBIA 20016

College of Public Affairs/School of Business Administration
Office of Sponsored Research and Continuing Education

November 4, 1976

John F. Blake
Deputy Director for
Management & Services
CIA
Washington, D.C. 20505

Dear Mr. Blake:

Since your staff is probably completing agency planning for training during the coming year, I wanted to inform you that the School of Government and Public Administration at The American University will again be offering a truly innovative program for public managers.

Designed for top level personnel - G.S. 14 and above in the national government, and comparable levels in state and local governments - the Key Executive Program enables participants to improve their management skills and acquire a Masters of Public Administration (MPA). It is particularly useful for those who have risen through a series of highly technical or specialized jobs to a position of broad management responsibility without management experience or training.

The two-year program allows participants to maintain their full work load while attending classes which meet on an average of six Fridays and six Saturdays per semester. The convenient scheduling permits the employee to lose only one or two days per month on-the-job time while working full time on a graduate degree. Compared to a typical degree program, The American University approach avoids the added salary cost of a substitute while the employee is in residence at a university. In addition, there are no problems of readjustment for the employee when he completes the degree and returns to work or for the substitute who must either be transferred or terminated.

The interaction of prominent full time and adjunct faculty with approximately 25 experienced and successful executives provides the setting for a stimulating and rewarding educational experience. A large portion of the faculty have former or current high level experience as practitioners. Methods of instruction are varied and innovative, and courses are tailored to the needs of participants.

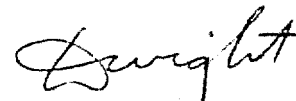
Two highly successful Key Executive classes are currently under way at the American University, with the first class scheduled to graduate in May, 1977. Applications will be invited for a new class beginning in September, 1977, with graduation scheduled for May, 1979.

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In a few weeks you will receive a brochure describing the program in more detail. In the meantime, we hope you will consider this important and innovative program for your employees as you allocate training funds for the coming year.

If you have any questions about the Key Executive Program, or any other training program at the American University, please feel free to call me at 686-2351.

Sincerely,



Dwight A. Ink
Director

DAI/sf